

CITY OF RIVERSIDE

7247

09/13/2005

HUMAN RESOURCES DEPARTMENT

Revised

CLASSIFICATION SPECIFICATION**TITLE: UTILITIES PRINCIPAL RESOURCES ANALYST****DEFINITION**

Under direction, to recommend, negotiate, prepare and administer the City's power resources contracts and agreements in accordance with the direction and goals established by management; actively participate in regulatory, legal and project administration efforts; and perform related work as assigned.

REPORTS TO: Utilities Projects/Contracts Manager or Power Scheduling/Operations Manager

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Utilities Projects/Contracts Manager or the Power Scheduling/Operations Manager; exercises general supervision over professional, technical and administrative support staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Identify and assist in the negotiation and evaluation of contracts, including resource purchase and sale, transmission, settlement, interconnection, interchange, development, participation, operation, and demand side management agreements.
- Participate in the evaluation and formulation of operating and risk management strategies.
- Monitor and support City participation in utility industry, federal, state and local regulatory authority activities.
- Review, evaluate and author contracts, regulatory filings and legal filings related to the City's resource operations.
- Serve on various project and industry committees to protect and further City interests.
- When assigned to Project/Contracts Management, coordinate and support Public Utilities Board, City Council, utility management and staff presentations and briefings with respect to utility contractual needs, interests and policies.
- When assigned to Project/Contracts Management, ensure that the City is in compliance with contractual terms and is receiving similar compliance from contracting parties in accordance with prepared task lists, schedules, procedures and guidelines for administering and evaluating all resource related agreements.
- When assigned to Project/Contracts Management, evaluate existing and proposed contractual arrangements and recommend desirable modifications for the purpose of optimizing the City's benefits.
- When assigned to Project/Contracts Management, analyze and recommend resource-operating strategies and assist in the creation of contractual guidelines for related resource functions.
- Supervise and train division personnel, as necessary.

QUALIFICATIONS

Knowledge of:

- Contract principles, structure, purpose and negotiation techniques.
- Contract and project development and management processes.
- Electric systems principles and theory.
- Contract and administrative law.
- Application, utilization and operation of power generation and transmission resources in order to economically and reliably serve electric system loads.
- Risk management theory, practices, and procedures.
- Word processing, database, and spreadsheet computer applications.

Ability to:

- Analyze and interpret contracts and regulatory filings as to content and applicability, and formulate recommended course of action.
- Analyze contractual provisions including provisions related to resource purchases and sale, transmission, settlement, interchange, participation, operation and demand side management agreements.
- Effectively communicate complex subjects to diverse audiences using superior written and oral presentation skills.
- Establish and maintain effective working relationships with associates, utility management and outside agencies.
- Establish and coordinate work programs to be undertaken by persons and work groups both inside and outside of assigned supervisory authority.
- Supervise division personnel, as necessary, to provide continuity and efficiency with respect to division operations.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor's Degree from an accredited university or college in engineering, economics, business administration or a related field.

Experience: Five or more years of increasing responsibility in electric utility and/or power marketing, including extensive experience in at least one of the following areas: contract administration, resources planning, resource operations or control area operations. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid, Class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Principal Resource Analyst

TO: Utilities Projects/Contracts Manager